

SYSTEM OVERVIEW

Security

Logging On & Logging Off

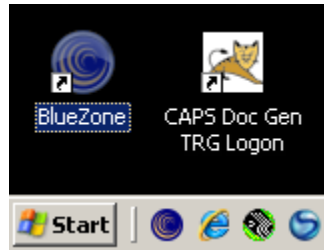
Keyboard Functions

Help Resources

Screen Functions

Menus

LOGGING IN



- Security clearance is tied to the User ID and to the Worker Type (within CAPS)
 - CAPS security includes access to screens and approval authority
- Double click the Mainframe icon (sometimes labeled as BlueZone) to access the Entry Validation screen

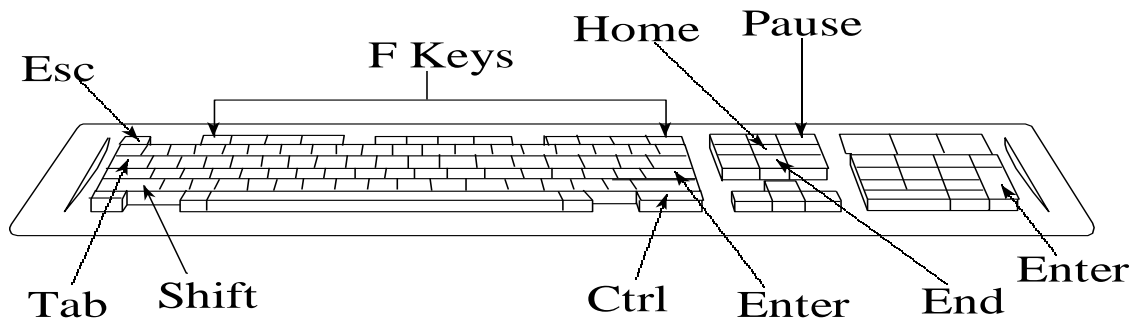
CAPS Security



SO-04

- At the Entry Validation Screen
 - Enter your User ID and Password
 - Your password can be changed by tabbing to “Change Password” and selecting Y (Yes)
 - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password
- Password guidelines
 - Your password must be changed every 60 days
 - Your password must be 8 alphanumeric characters
 - Your password cannot use repeating characters (zz, 22, etc)
 - You cannot change your password for at least 15 days after a recent password change
 - You cannot reuse a password until you have had five other passwords
 - You will receive a warning seven days before your password expires
 - If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Security Officer
- Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
 - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
 - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
 - From the menu select **CAPS PRODUCTION SYSTEM FS01**

Key Board



SO-05

- TAB - Moves cursor to the next enterable field
- SHIFT/TAB - Moves cursor back one field
- HOME - Moves the cursor to the first enterable field at the top of the screen
 - HOME/SHIFT/TAB will move the cursor to the PATH field
- END - Erases to the end of the line everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL – (right) Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

MAINFRAME - EXTRA!® Enterprise

File Edit View Tools Session Options Help

CAFSPERD PERSON DETAIL 06/20/2006 11:18

USER ID : CS4566 MODIFY

CAPS ID : 00002084 25 NAME: FURST, EVE

LAST NAME : FURST ASSIGNED WORKER INFORMATION

FIRST NAME : EVE WORKER ID: C86100 RGN: 4 CNTY: 025

MIDDLE NAME : NAME: KOENIG, KELLY

SUFFIX : AKA: Y CAN: N PHONE NO: 406 EXT:

SEL P/S-- SSN ---- SEL P/S-- SSN ---- SECONDARY:

A

BIRTH DATE : 09/17/1996 AGE: 9 ----- ADDRESS -----

LINE1 : 1010 FRANK STREET

Field: P/S

Updated on screen(s): PERD

Notes: Select with a "P" if it is the primary social security Number,
or with an "S" if it is the secondary number.

F3=Exit scroll: 010

4B :00.1 24/70

Connected to host 161.7.90.3 (TCP02172) NUM 11:20 AM

- Field-level and screen-level Help explains the purpose of a field or the screen
- For Field Help
 - Press F1, information about that field will be displayed
 - If information is needed for a non-enterable field, use arrow keys to get to the protected field
- For Screen Help
 - Move the cursor anywhere on the screen that is not an input field to obtain screen-level Help
 - Press F1 to display screen-level Help
 - Multiple pages of information may exist

Northrop Grumman Help Desk



- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
 - Local number is 444-4125
 - Email: HHSNGCHelpDesk@mt.gov. Use ALT+PrtScn to email them a screen shot of a CAPS screen
 - Out of the Helena area call 1-800-285-2361
 - FAX number is 449-3981
 - Contact them for problems while working in CAPS (i.e., help in how to fill out a screen, text/docgen problems, screen abends)
- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
 - Phone number is 444-9500
 - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, email, password/user ID problems, system down)
- Problems will be documented for 'fixing'
 - You will be notified when your reported problem has been fixed

CAFSMAIN
USER ID : CS4566

MAIN MENU

03/30/2009 15:54

SEL	PATH	DESCRIPTION
-	RRRM	REPORT/REQUEST MENU
-	PSNM	PERSON IDENTIFICATION MENU
-	SERM	SERVICES MENU
-	INTM	INTERFACE MENU
-	WOPM	WORKPLAN MENU
-	PRIM	PROVIDER INFORMATION MENU
-	CONM	CONTRACT MENU
-	PAYM	PAYMENTS MENU
-	UTLM	UTILITIES MENU
-	TRAM	TRUST ACCOUNT MENU

TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
HERE ==> _ <== AND PRESS F1
LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM

PATH:

- Menus, Sub-Menus, List/Detail type screens
 - You will see only those screens/menus for which you have security clearance
 - **List screens** display all of the detail records that have been added or may be used to initiate the ADD function
 - **Detail screens** are used to add the actual detail of an event or record item
- Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER
- Error messages are displayed at the bottom of the screen
 - The field in error will be highlighted in red type
- When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated
- Dates and numbers (SSN) may be typed without the dashes or slashes
 - Erase any remaining zeros in date fields by pressing END

```

MAINFRAME - EXTRA! Enterprise
File Edit View Tools Session Options Help

CAFSADDL                ADDRESS LIST                06/20/2006  11:22
USER ID : CS4566                PAGE NO: 1
CAPS ID : 00002084  25      NAME: FURST, EVE

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

START
SEL  DATE      ACT TYP  ADDRESS                CITY                ST  DIR
-   01/01/06    Y   R   1010 FRANK STREET    HELENA                MT  Y
-   06/01/06    Y   P   2103 STEWART        HELENA                MT

PATH:

4B      :00.2      24/76
Connected to host 161.7.90.3 (TCP02172)

```

- Most screens require specific selection (SEL) code:
 - A = ADD
 - D = DELETE
 - I = INQUIRE
 - M = MODIFY
 - S = SELECT
- Use your KEY TEMPLATE for “F” (function) key instructions
- The selection code determines in which “mode” (inquire, modify, etc.) the screen is accessed
- The CAPS ID/Provider number in the header or “global” will remain the same from screen to screen until changed.
- When entering dates in the CAPS system, you must enter the full year. For example: January 2, 2013 would have to be entered **01022013**

MAIN - Main Menu

```
CAFSMAIN          MAIN MENU          03/30/2009   15:54
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRM  REPORT/REQUEST MENU
-    PSNM  PERSON IDENTIFICATION MENU
-    SERM  SERVICES MENU
-    INTM  INTERFACE MENU
-    WOPM  WORKPLAN MENU
-    PRIM  PROVIDER INFORMATION MENU
-    CONM  CONTRACT MENU
-    PAYM  PAYMENTS MENU
-    UTM  UTILITIES MENU
-    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==> _ <== AND PRESS F1
      LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM          PATH:
```

- This screen is accessible to all users. Certain areas of the system will not be accessible to all users
- This display screen has one select field for each menu option
 - Type any character at the select line or place the cursor at a select line and press ENTER or
 - Type the four-character screen acronym in the PATH field
 - The appropriate screen is displayed when Enter is pressed
- Press F3 from any screen to access MAIN
- To display CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

RRRM - Report/Request Menu

```
CAFSRRRM          REPORT/REQUEST MENU          06/01/2009   11:52
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRL  REPORT/REQUEST LIST
-    PERS  PERSON SEARCH
-    PROS  PROVIDER SEARCH

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PSNM - Person Identification Menu

```
CAFSPSNM          PERSON IDENTIFICATION MENU      06/01/2009   11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PERS  PERSON SEARCH
-    EVEL  EVENT LIST
-    PERD  PERSON DETAIL
-    CLID  CLIENT DETAIL
-    RELL  RELATIONSHIP LIST
-    ADDL  ADDRESS LIST
-    NADE  NON-DFS ADOPTION DATA ENTRY
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL
-    SEAL  SEE ALL CLIENTS SCREENS

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

SERM - Services Menu

```
CAFSERM          SERVICES MENU          06/01/2009   11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PSNM  PERSON IDENTIFICATION MENU
-    APPL  APPLICATION LIST
-    PPLM  PERMANENCY PLAN MENU
-    GRSL  GROUP SERVICES LIST
-    CPHL  CLIENT PLACEMENT LIST
-    SERL  SERVICES LIST
-    ACTL  ACTIVITY LIST
-    CTRL  COURT LIST
-    PROS  PROVIDER SEARCH
-    CELL  CLIENT ELIGIBILITY LIST
-    ICPD  INTERSTATE COMPACT DETAIL
-    PPHL  PERMANENCY PLAN HEARING LIST
-    IVEL  IV-E REIMBURSABILITY LIST

                                           PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PRIM - Provider Information Menu

```
CAFSPRIM          PROVIDER INFORMATION MENU          06/01/2009   11:56
USER ID : CS4566

SEL  PATH  DESCRIPTION          SEL  PATH  DESCRIPTION
-    PROS  PROVIDER SEARCH          -    FASL  FACILITY ASSESSMENT LIST
-    PROD  PROVIDER DETAIL          -    PADL  PROVIDER ADDRESS LIST
-    FACD  FACILITY DETAIL          -    PAKD  PROVIDER AKA DETAIL
-    PRPH  PROVIDER PLACEMENT HISTO -    PRPL  PROVIDER PERSON LIST
-    PRTL  PROVIDER TRAINING LIST    -    PREL  PROVIDER EVENT LIST
-    PRCL  PROVIDER CONTACT LIST     -    FSPL  FACIL SERVICES PROVIDED
-    PASL  PROVIDER ACTIVE SERVICES -    PRLB  PROVIDER LABELS MENU
-    CLTL  CLIENT TYPES LIST         -    PBID  PROVIDER BANKING DETAIL
-    PRFL  PROVIDER/FACILITY LIST    -    PIGD  PROVIDER INFORMATION DET
-    FALL  FACILITY LICENSING LIST    -    PTID  PROVIDER TAX IDENTIFICAT

                                           PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

COTL - Code Table Lookup

CAFSCOTL CODE TABLE LOOKUP 06/01/2009 11:59
USER ID : CS4566 PAGE NO: 8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT START CODE: T

SEL CODE	DESCRIPTION
— SFR	STEP FATHER
— SIS	SISTER
— SLF	SELF
— SMR	STEP MOTHER
— SON	SON
— SPD	STEP DAUGHTER
— SPO	SPOUSE
— SPS	STEP SON
— SPT	SPEECH THERAPIST
— SRO	OTHER SRS STAFF
— SSR	STEP SISTER, MARRIAGE RELATED
— STB	STEP BROTHER - MARRIAGE RELATED
— SWS	DFS SOCIAL WORK SUPERVISOR
— TCH	TEACHER

PATH: RRD1

Use the START CODE field to skip down to codes beginning with the entered letter(s). You can then F8 to scroll forward.

- This screen is accessed by pressing F12 and will display a list of codes appropriate for a particular field
- Select the code with an “S” and press ENTER to bring the code back to the field
- To leave this screen without selecting a code, just press Enter